

**OFFICE OF THE STATE CIO  
IT POLICY LETTER**

<b>SUBJECT:</b> <b>GEOCODING POLICY</b>	<b>NUMBER:</b> <b>ITPL 09-XX</b>
	<b>DATE ISSUED:</b> XXXX XX, 2009
	<b>EXPIRES:</b> Until Rescinded
	<b>ISSUING AGENCY:</b> OFFICE OF THE STATE CHIEF INFORMATION OFFICER
<b>REFERENCES:</b> Government Code Section 11545 State Administrative Manual Sections 4907 Statewide Information Management Manual Section 59	

**Note: Agency Information Officers (AIO) and Department Chief Information Officers (CIO) are requested to forward a copy of this Information Technology Policy Letter (ITPL) to your Data Managers.**

**DISTRIBUTION**

Agency<sup>1</sup> Secretaries  
Agency Information Officers  
Department Directors  
Department Chief Information Officers

**PURPOSE**

As described in Government Code Section 11545, the OCIO has broad responsibility and authority to guide the application of IT in California State government. This includes establishing and enforcing state IT strategic plans, policies, and standards. Geographic Information Systems (GIS) have a significant IT component, and thus fall with the jurisdiction of the OCIO.

The state is increasing its use of maps to analyze data for more effective and efficient government.

Street addresses are a fundamental component necessary to display and use data in maps. To ensure ease of use and cross-boundary use of street address data, California is establishing this policy to standardize the use of street addresses. This policy letter:

- Establishes a policy that requires the use of geocodes for all stored street address data elements.
- Establishes street address and geocode standards and best practices.
- Announces the standard Projection and Datum to be used in GIS in the State.
- Requires agencies to develop a prioritized plan to retrofit all existing databases.

<sup>1</sup> When capitalized, the term "Agency" refers to one of the state's super Agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

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- Requires agencies to submit the Geocode Retrofit Plan to the OCIO with the Information Technology Capital Plan.
  - Identifies additions to the Statewide Information Management Manual (SIMM) content concerning the standards, processes, and procedures to be used when developing, proposing, and adopting new addressing standards.
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## DEFINITIONS

Geocode – A standardized representation for a location given a textual description of the location like an address, ZIP Code, or place name. The standardized representation is typically an X, Y coordinate and/or a latitude and longitude. See the Policy below and SIMM Section 59 for the California standard for street addresses.

Composite Service – a service used to provide a geo-code address whereby multiple layers of address data are used in a hierarchy to achieve maximum accuracy. See SIMM Section 59 for the California standard for street addresses.

Datum – A standard position or level that measurements are taken from. See the Policy below and SIMM Section 59 for the California standard for street addresses.

Projection – a method of representing the surface of a sphere or other shape on a flat two-dimensional plane. See the Policy below and SIMM Section 59 for the California standard for street addresses.

## POLICY

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It is the policy of the State of California to require Geocodes are for all addresses maintained in state data systems. The state has adopted the following standards in support of geocoding

Prior to geocoding street addresses, agencies must standardize and validate the street address record. Agencies must use a US Postal Service Coding Accuracy Support System Certified Software as the standard to standardize and validate street addresses. See SIMM Section 201.

## APPLICABILITY

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This Policy Letter applies to ALL data maintained, managed and stewarded by the State of California. Any records in any database containing address data are covered under this Policy Letter.

## IMPLEMENTATION

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The Statewide Information Management Manual (SIMM), Section 201, Geospatial Information Systems Standards Document, has been added to SIMM to provide information on how to implement the Geocode policy. The OCIO prepared this document to assist agencies in (1) developing a common implementation for GIS across the state, (2) providing a roadmap for those agencies not yet implementing GIS solutions and (3) developing procedures for governing GIS data. This document will be edited by the OCIO as technology changes and advances. Agencies are required to:

- Immediately implement this policy for all new system development for IT projects approved on or after January 1, 2010.
  - Develop a prioritized plan to retrofit all existing databases. Key priorities should include systems related to the public health and safety.
  - Submit the Geocode Retrofit Plan to the OCIO with the
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Information Technology Capital Plan.

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**SAM AND SIMM  
CHANGES**

SAM Section 4847 (Attachment A) will be added to define the geocode standards for street addresses, the geocoding best practices and the project/data standards. SIMM Section 85B, Geospatial Information Standards Document, is added and can be found at [http://www.cio.ca.gov/Government/IT\\_Policy/SIMM.html](http://www.cio.ca.gov/Government/IT_Policy/SIMM.html).

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**CONTACT**

Questions regarding this Address policy should be directed to Michael Byrne Geographic Information Officer at (916) 403-9624, or by e-mail at [michael.byrne@cio.ca.gov](mailto:michael.byrne@cio.ca.gov).

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**SIGNATURE**

/s/

Teri Takai,  
Chief Information Officer  
State of California

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**State Administrative Manual Section 4847**

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